

DJS ASSISTANT AREA DIRECTOR (2595)

CLASS DESCRIPTION

The following is a Class Description. A Class Description provides information about the nature of Work, Examples of Work and general requirements for a classification in the Management Service or a classification in which all positions have been designated Special Appointment. Required Knowledge, Skills and Abilities; specific Minimum Education and Experience Requirements; Special Requirements; and recruitment and testing procedures are set by the using agency.

I. NATURE OF WORK:

A DJS Assistant Area Director is managerial level work overseeing the administration and management of community juvenile case management services for multiple counties or jurisdictions. Employees direct the implementation and coordination of intake, supervision, probation and after-care services for juveniles within a geographical area of the State. Employees in this classification supervise DJS Case Management Specialist Supervisors and DJS Case Management Program Supervisors.

Employees receive managerial supervision from a Department of Juvenile Services area director. Employees may be required to work evenings and weekends and may be subject to on-call duty. The work may require travel throughout the State to attend court proceedings, visit homes, schools, community based services and juvenile residential facilities.

The DJS Assistant Area Director is differentiated from the DJS Case Management Program Supervisor by the scope of program responsibility and accountability. The DJS Case Management Program Supervisor directs case management services for a county or jurisdiction and supervises DJS Case Management Specialists, and in large jurisdictions may supervise DJS Case Management Supervisors, while the DJS Assistant Area Director directs case management services for multiple counties or jurisdictions and supervises DJS Case Management Specialist Supervisors and DJS Case Management Program Supervisors.

II. EXAMPLES OF WORK: (Examples are illustrative only)

Directs the implementation and coordination of the delivery of all case management services for juveniles in multiple counties or jurisdictions within a geographical area of the State;

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Supervises DJS Case Management Specialist Supervisors and DJS Case Management Program Supervisors;

Evaluates case management operations to develop staffing and resource needs, identify and address problems and improve case management services;

Evaluates program and budgetary reports from counties or jurisdictions and assists the area director in the preparation of budget, personnel and procurement requests;

Assists in the development of juvenile case management program goals, objectives and policies and procedures;

Trains and provides direction to supervisory staff on case management practices and methods, juvenile services laws, regulations, policies and procedures;

Conducts case conferences with supervisory staff to identify and discuss case progress and provide direction on appropriate course of action, viable alternatives and management of complex, difficult and sensitive juvenile cases;

Meets with representatives from the State's Attorney's and Public Defender's Offices, court administrators, judges and masters, legal representatives, police, public and private agency personnel, parents and families to obtain or clarify information, explain procedures and expectations, address questions concerning cases, discuss staff recommendations and court presentations, resolve concerns and complaints and negotiate alternative placements;

Conducts and attends in-service training on current juvenile treatment, techniques and practices;

Represents the Department at public meetings and on committees, local boards and task forces to discuss juvenile services, issues, resources, programs and procedures, and may represent the Department on the Local Coordinating Council and the State Coordinating Council;

Testifies in court proceedings;

May direct community detention services;

Performs other related duties.

III. GENERAL REQUIREMENTS:

1. Candidates appointed to positions in this classification must be fully certified by the Maryland Correctional Training Commission prior to appointment and are required to maintain certification while employed.

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2. Specific Minimum Education and Experience Requirements; Special Requirements; and recruitment and testing procedures are set by the using agency.

DATE ADOPTED: July 1, 2004

Class descriptions broadly define groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position.

APPROVED: _____
Director, Division of Salary Administration
and Position Classification